



Missouri Department of Transportation  
Motor Carrier Services  
P. O. Box 893, 1320 Creek Trail Drive  
Jefferson City, MO 65102-0893  
Phone: 573-751-3358  
Fax: 573-522-6708

## SINGLE STATE REGISTRATION SYSTEM (SSRS) INSTRUCTION SHEET – NEW

**Motor Carrier Identification Numbers** – Indicate your USDOT number, your MC-Number (issued by Federal Motor Carrier Safety Administration) and your FEIN (Federal Employee Identification Number).

**Applicant:** Indicate the applicant name and DBA name (fictitious name). Your name must match how you are registered with the USDOT and FMCSA. Your telephone and fax number are also required.

**Note:** Any time you change your name and/or address, please notify this agency in writing with an authorized signature. If changing owners or changing from an individual, partnership or corporation to another type entity, please follow the TRANSFER guidelines listed on page 2 of these instructions.

**Principal Place of Business Address:** Indicate your business address if different from your mailing address. A post office box address is not acceptable as a business address.

**Mailing Address:** Indicate your mailing address – (P. O. Box address).

**Type of Registration:** Indicate “New Carrier”. If you have changed your principal place of business or your prior registration state has left the SSRS program, please indicate by marking the New Registration State Selection box and enter the name of your prior registration state.

**Type of Motor Carrier:** Indicate the business type. Indicate the state in which your business is organized if not an individual.

**List Name of Partners or Officers:** Indicate the names and titles of partners or officers if type of motor carrier is not an individual.

**Type of Motor Carrier Operation:** Indicate the applicable type of operation (only one).

**FMCSA Certificate(s) or Permit(s):** Mark FMCSA Authority Attached For First Year Registration. All photocopies of FMCSA authority including sub(s), re-entitlement(s) and any notice to the FMCSA regarding change of name and/or address must be attached. If adding another authority to existing Single State Registration (Contract or Common Carrier Authority), indicate by marking FMCSA Authority Attached for Additional Authority Received and provide a copy of the FMCSA Certificate or Permit.

**Proof of Public Liability Security:** Indicate if your insurance company will file or has filed a copy of the required insurance form BMC91X. If you are authorized by the FMCSA to be self-insured, attach a copy of the FMCSA order.

**Hazardous Materials:** Indicate if you will or will not be transporting Hazardous Materials. If you are transporting Hazardous Materials, indicate the amount of insurance coverage required by FMCSA by marking the appropriate box.

**Process Agent:** Mark the appropriate box and provide a copy of your BOC-3 (List of Process Agents)

**Certification:** The applicant or authorized representative of the company must sign the application company or an attorney that is licensed to practice before The Missouri Bar may sign the application, although it is **not required**. The Missouri Bar's telephone number is (573) 635-4128.

### **RS-2 FEE SHEET:**

- Complete the top of the RS-2 form indicating the applicant name, DBA name (fictitious name), MC number, USDOT number, FEIN, phone number and fax number.
- Fees must be paid for any vehicle(s) operating in each state. In Total Number of Vehicles (Column B), indicate the number of vehicles you will operate in each state listed. Multiply the number of vehicles indicated for that state by the Per Vehicle Fee (Column C) to obtain the Fee Times Number of Vehicles (Column D). Indicate grand total of Column D.
- If you have intrastate authority in the State of California, the interstate per vehicle fees will be waived by sending verification that your California intrastate authority is in good standing. When the fees are waived, enter the number of vehicles that will operate in the State of California in Column B and enter a “0” in column D.
- Passenger motor carriers using the same vehicles in both regular and charter service must complete both sides of the RS-2 Form. When paying, pay the larger amount of each state. If you do not use the same vehicles for regular and charter service complete both sides and pay total fees. If providing only one type of service, complete the correct side.

**Make checks payable to the Director of Revenue.**

### **RS-3 REGISTRATION RECEIPT:**

Upon approval of your application, you will receive the RS-3 SSRS registration receipt. Keep the original RS-3 in your office and place a clear copy in the vehicle(s). **ALTERATION OR REDUCTION OF THE RS-3 RECEIPT RENDERS IT INVALID.**

**SUPPLEMENTAL RS-2:**

This form is supplied for future use. You may make copies of this form. You are not required to complete the RS-1 Form when filing a Supplemental RS-2.

- If adding vehicles to states already listed on a current RS-3, you may place a copy of your current RS-3 in the added vehicle(s) until receipt of the new RS-3.
- If adding a new state of travel, you must have a new RS-3 that lists the new state before operating in that state.
- **The RS-3's issued for each Supplement RS-2, does not replace the first RS-3.**

**TRANSFER**

If completing a RS-1 for change of ownership, the buyer will complete the application following the NEW CARRIER guidelines above. Write "TRANSFER" in the upper-right hand corner. You are required to submit Insurance (BMC-91x), FMCSA re-entitlement and BOC-3 (Process Agent Designation Form) in the new name.

**INTERSTATE OPERATIONS EXEMPT FROM THE FMCSA and/or INTRASTATE:**

The SSRS program does not include these types of transportation; therefore, you will need to complete additional application forms.

No additional credential will be required to be displayed for the interstate exempt operation as long as Missouri is listed on the RS-3 receipt. Intrastate stickers will be issued free of charge for each vehicle(s) **already paid for** and listed on your current year RS-3.

**ADDITIONAL APPLICATION FORMS**

- **Application for Registration of Interstate Operations Exempt From Economic Jurisdiction of FMSCA (A-1)**
- **Application to Operate in Intrastate Commerce (MO-1)**

For More Information, you may access our website: [http:// www.carrier.state.mo.us/](http://www.carrier.state.mo.us/). This Carrier 1-Stop web site includes links to federal web sites for online federal registration.